

Training application priority determination for both Civilians and Military personnel

- **Civilians:** The information on your civilian Acquisition Career Record Brief (ACRB) specifies the required level of certification required for the position occupied.
- For Civilians that have questions about the ACRB and that do not know who their servicing ACM is, please utilize the following link:
<http://asc.army.mil/contacts/acms.cfm>.
- Civilians must request changes to the Acquisition position designation code through the Defense Civilian Personnel Data System, so please check your Human Resource Office.
- **Military Officers:** The information listed in the Military Acquisition Position List (MAPL) duty descriptions specifies the level of certification required for the position occupied.
- For Military Officers that have questions or need to make changes to their ORB, they should contact their Branch Manager at the following link:
<https://www.hrc.army.mil/site/protect/Active/opfam51/ambmain.htm>
- **Military NCOs:** The MOS 51-C duty description contains the information that specifies the level of certification required for the position occupied.
- For Military NCOs that have questions or need to make changes to their ERB, they should contact their Career Assignment Manager at the following link:
<http://asc.army.mil/career/programs/nco/default.cfm>
- The above sources of position information for Civilian and Military personnel are used to determine the priority of training applications. If position information is inaccurate, it will lead to an improper prioritization.
- You, as an Acquisition workforce member, must ensure that changes, updates and corrections to your ACRB, Officer Record Brief (ORB), and Enlisted Record Brief (ERB) reflect your current duty position.

Training priorities

PRIORITY 1: Includes the following position categories and order of priority:

1. Program Managers and Deputy Program Managers of ACAT I and ACAT II programs are required to complete PMT 401 and PMT 402. Program Executive Officers (PEOs) are required to complete PMT 401.
2. Military officers PCSing, TDY enroute. Training required prior to deployment to meet mission requirements.
3. Competitive Development Group (CDGs).
4. Personnel occupying acquisition positions must complete all mandatory acquisition training required to meet position certification requirements; i.e., mandatory for certification. This also includes local command acquisition interns.
5. Personnel occupying acquisition positions which have duties requiring Assignment Specific training.

PRIORITY 2: Career Development, personnel occupying acquisition positions and desire the training to become eligible for the next higher acquisition career level, and have completed mandatory training for the position they currently occupy.

PRIORITY 3: Cross-Functional Training, personnel occupying acquisition positions that have been identified by management that require cross-functional training in other acquisition career fields. It is recommended that individuals be Level III certified in their current career before cross-functional training.

PRIORITY 4: Previously taken or Certified. Individuals who previously completed a DAU course or received equivalency. Individuals already certified at their career level and did not previously take the course. Refresher courses. Travel and Per Diem will be provided by individual's command.

PRIORITY 5: Non-Acquisition Workforce. Individuals who are not in a designated Acquisition Position. Individuals will be on a space-available basis. If selected, the individual's command will fund only the travel and per diem of the student.

More Information on training priority's can be found at the following link:

<http://www.rdaisa.army.mil/rdaisa/atrrs/dau/tinfo.htm#PRIORITY>

NOTE: All courses must be approved on your Individual Development Plan by your supervisor prior to applying for DAU courses.

You may apply for DAU courses by clicking on the following link:

<https://www.atrrs.army.mil/channels/aitas/>

Remember to read and visit the Bulletin Board while at this site for news and upcoming DAU web-based information.